United Nations ST/SGB/2000/5

Secretariat

7 February 2000

# Secretary-General's bulletin

## Organization of the secretariat of the Economic Commission for Latin America and the Caribbean

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the secretariat of the Economic Commission for Latin America and the Caribbean,[1] promulgates the following:

### Section 1
### General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

### Section 2
### Functions and organization

2.1 The secretariat of the Economic Commission for Latin America and the Caribbean (ECLAC):

(a) Provides substantive secretariat services and documentation for the Commission and its subsidiary bodies;

(b) Undertakes studies, research and other support activities within the terms of reference of the Commission;

(c) Promotes economic and social development through regional and subregional cooperation and integration;

(d) Gathers, organizes, interprets and disseminates information and data relating to the economic and social development of the region;

(e) Provides advisory services to Governments at their request and plans, organizes and executes programmes of technical cooperation;

(f) Formulates and promotes development cooperation activities and projects of regional and subregional scope commensurate with the needs and priorities of the region and acts as an executing agency for such projects;

(g) Organizes conferences and intergovernmental and expert group meetings and sponsors training workshops, symposia and seminars;

(h) Assists in bringing a regional perspective to global problems and forums and introduces global concerns at the regional and subregional levels;

(i) Coordinates ECLAC activities with those of the major departments and offices at United Nations Headquarters, specialized agencies and intergovernmental organizations with a view to avoiding duplication and ensuring complementarity in the exchange of information.

2.2. The secretariat is divided into organizational units as described in the present bulletin.

2.3. The secretariat is headed by an Executive Secretary at the Under-Secretary-General level. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general

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functions applicable to their positions as set out in Secretary-General's bulletin ST/SGB/1997/5.

**Section 3**
**Executive Secretary**

3.1 The Executive Secretary is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of ECLAC and its administration; assists, advises and keeps the Secretary-General informed on matters concerning the Commission and carries out any special task that may be assigned by the Secretary-General; provides substantive information and discusses issues and concerns of the Commission with representatives of member States, members of the legislative organs, other departments and offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations, individuals active in relevant fields and the press, as required; and identifies broad strategies required for the development and implementation of the programme of work of the Commission, including its subregional headquarters and national offices.

**Section 4**
**Deputy Executive Secretary**

4.1 The Executive Secretary, in the performance of his or her activities, is assisted by the Deputy Executive Secretary. The Deputy Executive Secretary is accountable to the Executive Secretary.

4.2 The Deputy Executive Secretary advises and assists the Executive Secretary in all substantive and administrative matters relating to the planning, implementation and follow-up of the regular, technical cooperation and extrabudgetary programmes and activities; deputizes for the Executive Secretary in his or her absence and generally when required and represents him or her at meetings; provides overall coordination and liaison between substantive organizational units in ECLAC with other departments of the Secretariat and with other international organizations, especially those of the United Nations system, as well as with other intergovernmental and non-governmental organizations; supervises the work of the ECLAC subregional headquarters and national offices, the Computer Services Section and the CEPAL Review Unit; and presides over the committees for ECLAC publications, for extrabudgetary projects and for information management.

**Section 5**
**Office of the Secretary of the Commission**

5.1 The Office of the Secretary of the Commission is headed by the Secretary of the Commission, who is accountable to the Executive Secretary.

5.2 The core functions of the Office are as follows:

(a) Providing advice on legal, political and protocol matters relating to the work of the Commission; maintaining close contact with member States, intergovernmental and non-governmental organizations, the host Government and other United Nations offices located in Chile, and providing information on the deliberations and decisions of the Commission as required;

(b) Assisting the Chairman of the Commission in conducting meetings, keeping the Executive Secretary informed of the deliberations and decisions of the Commission and assisting him or her in maintaining contact with the parties concerned;

(c) Ensuring the provision of secretariat services to the Commission and organizing and servicing conferences, meetings and seminars in cooperation with the secretariat units concerned and with the Department of General Assembly Affairs and Conference Services at Headquarters;

(d) Promoting cross-sectoral policies and strategies intended to further the integration of women in development, maintaining liaison with agencies and organizations within and outside the United Nations, preparing regional studies and organizing training courses; formulating policies and strategies aimed at promoting the mainstreaming of gender issues in the ECLAC work programme; and rendering advisory services to Governments on issues relating to the integration of women in development;

(e) Carrying out public information activities relating to the United Nations system and ECLAC in particular; providing information and materials for dissemination to the mass media; and promoting activities to strengthen the institutional image of the Organization.

**Section 6**
**Programme Planning and Management Division**

6.1 The Programme Planning and Management Division is headed by a Chief who is accountable to the Executive Secretary.

6.2 The core functions of the Division are as follows:

(a) Providing advice and assistance to the programme managers in the formulation and preparation of medium-term plans and programme budgets; monitoring progress in implementation and evaluating the results and impact of work programmes;

(b) Assisting in the development of an integrated programme of work and priorities and in the assignment of the corresponding resources;

(c) Ensuring the implementation and monitoring of the guidelines established by the General Assembly on accountability and responsibility, including the institutional development of ECLAC in the framework of the reform process of the United Nations;

(d) Coordinating the ECLAC programme of technical cooperation and managing the extrabudgetary resources, and assisting in relevant fund-raising activities;

(e) Following up on operational activities carried out by the ECLAC system that have direct potential for promoting and supporting technical cooperation among developing countries;

(f) Supporting ECLAC member States in designing policies and measures for effective utilization of information and information technology for furthering economic and social development in the region;

(g) Providing library services to the ECLAC organizational units, the general public and educational institutions.

**Section 7**
**Subregional headquarters and national offices**

7.1 ECLAC has two subregional headquarters, one serving the Central American subregion based in Mexico City and the other serving the wider Caribbean subregion located in Port-of-Spain. In addition, it has national offices in Buenos Aires, Brasilia, Montevideo and Bogota and a liaison office in Washington, D.C. Each subregional headquarters and national office is accountable to the Executive Secretary through direct reporting to the Deputy Executive Secretary, who acts as focal point for the activities of those offices and supervises their work.

7.2 The core functions of the subregional headquarters are as follows:

(a) Formulating proposals and rendering technical cooperation to the countries and institutions in the subregion in relation to a wide range of issues related to economic and social development;

(b) Providing secretariat services to the Central American Economic Cooperation Committee, its subcommittees and working groups and the Caribbean Development and Cooperation Committee;

(c) Conducting research on economic and social development, agriculture, industry, natural resources, energy, transport and statistics of the countries of the subregions and formulating proposals and recommendations relating to such studies;

(d) Preparing country notes on the subregions and contributing to studies and reports prepared by ECLAC.

7.3 The core functions of the national offices are as follows:

(a) Preparing various economic and social development studies on their respective host countries and contributing to studies and reports prepared by ECLAC;

(b) Representing ECLAC at meetings and seminars and keeping the Executive Secretary informed of the latest developments;

(c) Undertaking liaison work with various national, interregional and international organizations.

**Section 8**
**Economic Development Division**

8.1 The Economic Development Division is headed by a Chief who is accountable to the Executive Secretary.

8.2 The core functions of the Division are as follows:

(a) Monitoring macroeconomic trends and policies in all countries of the region for use in preparing relevant publications;

(b) Conducting research and analytical studies on economic policies and development strategies in the region and, upon request, providing technical advisory services to member States through the organization of seminars and expert group meetings and the issuance of various reports and studies related to macroeconomics;

(c) Undertaking comparative economic policy and performance studies of the countries of the region;

(d) Providing, upon request, technical assistance in the design and execution of economic policies;

(e) Organizing seminars, workshops and conferences to disseminate information on macroeconomic issues to national and local governments, universities, non-governmental organizations and the private sector.

**Section 9**
**Social Development Division**

9.1 The Social Development Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Assisting the Governments of the region in formulating strategies, policies and new approaches for ensuring the participation of the different social groups in the development process;

(b) Analysing the effects of social changes and government policies in the region and making recommendations on alternative styles of development;

(c) Providing technical assistance to member States in the establishment of institutional mechanisms to ensure full participation of the most vulnerable social groups in the development process;

(d) Addressing social development issues and assisting member States in the design, strengthening, implementation and evaluation of appropriate social policies, programmes and strategies;

(e) Reviewing labour market structures and trends, the income distribution pattern and the state of social services and suggesting ideas and policies to improve the situation;

(f) Acting as the focal point for regional preparatory activities for various international years relating to youth, the disabled and family welfare;

(g) Undertaking studies and providing guidelines, information and assistance for the reform and improvement of human resources development programmes and conducting training.

**Section 10**
**Division of Production, Productivity and Management**

10.1 The Division of Production, Productivity and Management is headed by a Chief who is accountable to the Executive Secretary.

10.2 The core functions of the Division are as follows:

(a) Providing support to the countries of the region in directing their economic and social policies towards a better balance between rural and urban areas and in pursuing progress with respect to infrastructure, industry and commerce;

(b) Assisting the Governments of the region to promote industrial growth and international competitiveness of locally produced industrial products;

(c) Undertaking sectoral studies at the international level, in collaboration with the United Nations Industrial Development Organization, aimed at identifying opportunities for international specialization of the entrepreneurial sector in Latin America;

(d) Supporting national efforts to design scientific and technological development policies and innovations and to introduce scientific and technological variables into socio-economic planning;

(e) Contributing to the formulation and application of agricultural and rural development policies, programmes and projects;

(f) Preparing studies on the economic, social and institutional impact of transnational corporations in the region and organizing training workshops with a view to strengthening the national capacity of the countries of the region to deal with transnational corporations;

(g) Carrying out technical assistance missions, organizing regional seminars and meetings and

undertaking training activities in its various areas of competence.

**Section 11**
**Environment and Human Settlements Division**

11.1 The Environment and Human Settlements Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Constituting a focal point for interaction with the Commission on Sustainable Development for alignment of the ECLAC programme of work with the guidelines of Agenda 21, as requested by the Economic and Social Council;

(b) Evaluating the implementation of Agenda 21 in the region, preparing the reports of ECLAC to the Commission on Sustainable Development and following up relevant world summits and conferences in accordance with the guidelines of the Administrative Committee on Coordination and the Inter-Agency Committee on Sustainable Development;

(c) Advising Governments on the coordinated implementation of and related negotiations concerning multilateral environmental agreements;

(d) Assisting on specific chapters of Agenda 21 such as those referring to promoting the development of human settlements, changing consumption patterns, integrating environment and development in decision-making through analysis of environmental economics and environmental impact assessments, environmentally sound management of hazardous products and wastes, protection of the atmosphere and conservation of biological diversity, oceans, fresh water and desertification;

(e) Analysing, in cooperation with other United Nations bodies, the implementation of national policies on sustainable development as part of the integrated follow-up to world summits and conferences recommended by the Secretary-General;

(f) Carrying out technical assistance missions, organizing regional seminars and meetings and undertaking training activities in its various areas of competence.

**Section 12**
**Natural Resources and Infrastructure Division**

12.1 The Natural Resources and Infrastructure Division is headed by a Chief who is accountable to the Executive Secretary.

12.2 The core functions of the Division are as follows:

(a) Serving as the focal point for relations between the Commission and the specialized agencies of the United Nations system, other international agencies, bilateral cooperation agencies and non-governmental organizations in its areas of responsibility;

(b) Providing support for the regional application of recommendations contained in natural resource-related international agreements;

(c) Providing support to the Governments of the countries of the region in the development and implementation of public policies, strategies and regulatory frameworks in the fields of (i) sustainable development and natural resources management and (ii) regulation of: public utilities and related markets; the provision of natural resource-related public services; and the exploitation of natural resources in general;

(d) Promoting efficient and effective systems of management in member countries for regulating and handling natural resources;

(e) Promoting technical cooperation between public- and private-sector entities in the countries of the region in the integrated management of natural resources and the regulation of public utilities;

(f) Providing technical assistance in its various areas of competence to Governments and other national institutions, including the private sector and non-governmental organizations; organizing courses, expert seminars, workshops and intergovernmental meetings; and preparing studies within its areas of competence;

(g) Preparing studies on structural changes and recommending improvements in transport services at the national, subregional and regional levels; and providing information to and assisting the United Nations Development Programme, the World Bank and other United Nations bodies and agencies in the region on questions relating to transport;

(h) Providing technical assistance for achieving overall efficiency of transport infrastructure and services and in identifying areas that might form the basis for regional and interregional technical cooperation programmes.

**Section 13**
**Statistics and Economic Projections Division**

13.1 The Statistics and Economic Projections Division is headed by a Chief who is accountable to the Executive Secretary.

13.2 The core functions of the Division are as follows:

(a) Promoting statistical development and the maintenance and expansion of data banks of methodologically compatible economic and social information in the region;

(b) Monitoring and preparing prospective studies of the development process in Latin American and Caribbean countries and executing regional cooperation activities in the fields of statistics and economic projection;

(c) Preparing analytical studies on the economic and social situation in the region;

(d) Promoting the improvement and harmonization of regional and national accounting and statistical practices through the adoption of international statistical classifications and the acceptance of the recommendations of the United Nations Statistical Commission;

(e) Examining and revising periodically the systems for analysing and evaluating development trends in the region;

(f) Preparing the economic and social projections necessary to analyse the medium- and long-term policy options of the region, subregions or countries;

(g) Preparing mathematical models covering a wide range of variables and parameters for comparing national development styles;

(h) Collecting, analysing and presenting statistical information; maintaining various specialized databases; carrying out quantitative analysis on different aspects of regional development; and preparing studies on methods and guidelines for the production and use of statistics;

(i) Preparing a statistical yearbook and subject-specific statistical papers;

(j) Promoting the transfer of appropriate technologies that are the most consistent with the technical and financial capacity of the countries of the region;

(k) Providing advisory assistance to member States at their request in the formulation of national policies, plans, programmes and projections.

**Section 14**
**International Trade and Development Finance Division**

14.1 The International Trade and Development Finance Division is headed by a Chief who is accountable to the Executive Secretary.

14.2 The core functions of the Division are as follows:

(a) Supporting member States in designing policies and measures for efficient and equitable allocation of resources and in expanding their trade flows to allow access to foreign markets;

(b) Providing assistance in strengthening capital formation through sustainable foreign capital inflows to enhance infrastructure and transport systems in the region;

(c) Analysing changes affecting international trade relations and their impact on Latin American and Caribbean countries and formulating appropriate alternative policies to improve the region's linkages with the global economy;

(d) Undertaking analytical studies on the level and composition of Latin American and Caribbean exports and imports and on the promotion of exports of the countries of the region;

(e) Providing technical assistance in reviewing the main policies and practices of international trade negotiations and the role of services in the development process;

(f) Assessing the process of economic integration at the regional and subregional levels and assisting in its acceleration;

(g) Conducting analytical studies and providing assistance to member States on policies and measures aimed at strengthening capital formation in the region;

(h) Undertaking studies on the level of national savings, the development of stable and transparent domestic financial resources, monetary systems, foreign capital flows and the financial aspects of social policies;

(i) Providing advisory assistance to countries of the region with respect to financial integration and institutional development in order to facilitate allocation of available investment resources.

**Section 15**
**Population Division**

15.1 The Population Division (CELADE: Latin American Demographic Centre) is headed by a Chief who is accountable to the Executive Secretary.

15.2 The core functions of the Division are as follows:

(a) Executing the regional programme on population within the ECLAC system by providing support to member States on population issues and their integration into development policies and on applied research, technical cooperation and training;

(b) Acting as technical secretariat of the Latin American and Caribbean Regional Plan of Action on Population and Development, established pursuant to the Programme of Action of the International Conference on Population and Development;

(c) Promoting the use of appropriate methodologies to improve the quality and utilization of available information;

(d) Providing assistance to member States to increase the capability of their national institutions to compile up-to-date information on population trends, their causes and consequences, and to analyse specific subpopulations for policy-making purposes;

(e) Providing training to national personnel in the conduct of population studies and in the incorporation of demographic factors in development programmes and policies through the provision of short- and long-term training on population-related studies and the promotion of national training activities;

(f) Disseminating scientific and technical literature on population trends through the publication of specialized material, periodicals, books and monographs.

**Section 16**
**Latin American and Caribbean Institute for Economic and Social Planning**

16.1 The Latin American and Caribbean Institute for Economic and Social Planning (ILPES) is headed by a Director who is accountable to the Executive Secretary.

16.2 The core functions of the Institute are as follows:

(a) Supporting Governments of the region in the field of public policy planning and coordination through the provision of training, advisory services and research;

(b) Providing technical cooperation to and supporting activities of governmental institutions in those areas of economic policy and planning in which direct or indirect collaboration is appropriate;

(c) Undertaking research and studies and organizing and sponsoring courses and seminars on topics and problems of current concern relating to economic policy and planning (public sector planning), design of regional development policies, pre-investment, and project formulation and evaluation;

(d) Acting as technical secretariat for the regional system of cooperation among agencies and ministries concerned with national planning and economic coordination and promoting horizontal cooperation in the field of planning.

**Section 17**
**Documents and Publications Division**

17.1 The Documents and Publications Division is headed by a Chief who is accountable to the Executive Secretary.

17.2 The core functions of the Division are as follows:

(a) Providing services and documentation for meetings;

(b) Providing editorial and translation services, carrying out text-processing and printing of documents and distributing them to ECLAC offices;

(c) Establishing and updating guidelines for the preparation of documents and publications by ECLAC organizational units, taking into account United Nations practices;

(d) Planning and preparing the publications programme of the Commission for submission to the United Nations Publications Board;

(e) Implementing the approved publications programme of the Commission, providing sales publications to the United Nations Sales Section and participating in co-publishing arrangements;

(f) Keeping abreast of technological innovations in the field, improving methods and equipment and upgrading the skills of specialized personnel by providing training in new technologies.

**Section 18**
**Division of Administration**

18.1 The Division of Administration is headed by a Chief who is accountable to the Executive Secretary.[2]

18.2 The core functions of the Division are as follows:

(a) Providing administrative direction and all appropriate support services to the various components and staff of ECLAC within the framework of the system-wide administrative issuances and guidelines established by the Organization;

(b) Formulating the budget jointly with the Programme Planning and Management Division and establishing procedures and practices for the control and maintenance of accounts for regular and extrabudgetary funds;

(c) Controlling the staffing table and ensuring optimum use of resources;

(d) Providing medical facilities and processing medical claims;

(e) Ensuring the management of support services, including building and commercial services, electronic equipment, generators, elevators and plumbing systems;

(f) Providing security and safety services (grounds surveillance) and coverage for international conferences, general meetings and special events.

**Section 19**
**Final Provision**

19.1 The present bulletin shall enter into force on 1 March 2000.

19.2 The Secretary-General's bulletin entitled "Functions and organization of the secretariat of the Economic Commission for Latin America and the Caribbean"(ST/SGB/Organization, Section: ECLAC), dated 25 August 1995, is hereby abolished.

*(Signed)* Kofi A. **Annan**
Secretary-General

*Notes*

[1] The Economic Commission for Latin America was established pursuant to Economic and Social Council resolution 106 (VI) of 25 February 1948 and began operations the same year. In 1984 the Commission was redesignated as the Economic Commission for Latin America and the Caribbean by the Economic and Social Council in its resolution 1984/67 of 27 July 1984. Subregional headquarters of the Commission were established in Mexico and in the Caribbean in June 1951 and December 1966 respectively.

[2] The Director of the Division of Administration, like other Directors of Administration and Executive Officers, is accountable first and foremost to the head of the department. Directors of Administration and Executive/Administrative Officers are also accountable to the central administration for the appropriate utilization of resources, both human and financial.